



City of Tempe

DEPUTY HUMAN RESOURCES DIRECTOR – ORGANIZATIONAL DEVELOPMENT

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	022	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Human Resources	<i>Salary / Hourly Minimum:</i>	\$106,193
<i>Supervision Level:</i>	Deputy Director	<i>Salary / Hourly Maximum:</i>	\$142,648
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Officials and Administrators
<i>Physical:</i>	No		

**This classification is unclassified which means the employee, or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

REPORTING RELATIONSHIPS

Reports to and is directly supervised by the Human Resources Director.

May exercise direct, technical, or functional supervision over management, supervisory and/or line level staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of experience in adult education, training and development, human resources management, or a field related to the core functions of this position including two (2) years of supervisory responsibility.
<i>Education:</i>	Master's degree from an accredited college or university with major course work in educational leadership, public or business administration, or a degree related to the core functions of this position.
<i>License / Certification:</i>	Possession of a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To oversee the planning, developing, directing and marketing of a comprehensive learning, development and performance management program for the organization and its employees; to take the lead with researching, developing, implementing, and administering employee learning, development and performance management processes, and training programs; responsible for promoting and evaluating the

employee development programs and initiatives; and responsible for creating and maintaining a continuous learning environment for the City.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Assist in the development, planning, and implementation of department goals and objectives and recommend, implement, and administer department policies and procedures.
- Coordinate division activities with those of other departments; provide staff assistance to the Human Resources Director; and prepare and present staff reports and other necessary correspondence.
- Participate in the development of the division work plan; assign work activities, projects and programs; monitor workflow; and review and evaluate work products, methods and procedures.
- Develop and administer the Employee Development budget; forecast funds needed for staffing, equipment, materials, and supplies; and monitor/approve expenditures and implement midyear adjustments.
- Participate in the development, administration, and improvements of the employee learning development and performance management processes, and training programs; promoting the employee development programs and initiatives; monitors the effectiveness of current employee learning and development efforts; and responsible for creating and maintaining a continuous learning environment for the City.
- Communicate customer feedback, trends, issues, and results from employee development processes, programs, and initiatives to the appropriate department and/or senior management personnel.
- Participate on a variety of committees; attend and participate in professional groups; and prepare and deliver presentations before the City Council and other boards, commissions and community organizations.
- Advise and assist employees and supervisors as well as department and senior management in a variety of employee learning, training, and development opportunities.
- Prepare and present training programs to employees; evaluate program acceptance and effectiveness and prepare comprehensive reports of results.
- Travel to various City locations to teach classes, provide trainings, and attend meetings.
- Oversee and participate in the negotiation of contracts with a variety of vendors and service providers.
- Provide pro-active performance planning utilizing performance management tools.
- Manage and oversee training need assessments, analyze results, define learning objectives, and identify delivery methods (both technical and non-technical).
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;

- Work is performed in a general office environment with moderate noise;
- May lift and carry materials weighing up to 25 pounds;
- May work in a stationary position for considerable periods of time;
- Operate computer, telephone, calculator, and other office machines;
- May travel to/from meetings and various locations;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- Continuous and repetitive arm, hand and eye movement.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective June 2019

Revised June 2021 (reorg to HR Department; job title update)